BFS CPD Framework

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Document	BFS CPD Framework
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Owner	BFS Standards Council
Review	At least every 3 years, or sooner if the evidence or the requirements change
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1. Purpose and principles

Continuing Professional Development (CPD) is the learning a professional does after qualifying to keep their competence current and to grow it. In the BFS framework, CPD is measured in **CPD points**: **1 CPD point = 1 hour of active learning**, not counting breaks, meals or networking.

The framework has three parts: what certified professionals must do each year, how CPD activities are approved, and how BFS checks that the rules are being followed.

The framework applies to every person certified under a BFS personnel scheme and to every organisation that offers BFS-approved CPD activities.

The CPD cycle

1. **Identify.** Review your practice, client feedback and the BFS competency units for your scheme. Note the gaps.
2. **Plan.** Choose activities that close those gaps. Aim for a mix of categories.
3. **Act.** Complete the learning and keep the evidence.
4. **Reflect.** Write two or three lines: what you learned and how it changes your practice.
5. **Apply.** Use it with clients and review the result at your next cycle.

2. CPD categories and points

Cat.	Activity type	Points	Limit
A	**BFS-approved structured learning** Courses, workshops, conferences, live webinars and e-learning that carry a BFS CPD activity number.	1 point per hour	No cap

B	**Other structured learning** Interactive courses and events from other education providers, with a certificate of attendance and stated learning outcomes.	1 point per hour	No cap
C	**Reflective learning** Recorded lectures, podcasts, industry briefings, and journal articles read with a short written reflection.	1 point per hour	Up to 25% of the annual requirement
D	**Professional contribution** Presenting a new CPD session (2 points per hour of first delivery, up to 6 a year); authoring a peer-reviewed paper (5 points per paper, up to 10 a year); mentoring or supervising a trainee (1 point per 2 hours, up to 4 a year); serving as a BFS examiner or committee member (1 point per hour, up to 4 a year).	As listed	Up to 25% of the annual requirement
E	**Formal study** A credit-bearing module of a recognised college or university course in a relevant subject.	Up to 10 points per module	Up to 50% of the annual requirement

3. Annual requirement by level

Level	Schemes	Points per year	Points per 3-year cycle
Level 1	S101 Fitness Trainer, S102 Yoga Trainer	20	60
Level 2	S104 Strength and Conditioning Coach	24	72
Level 3	S103 Biomechanics and Movement Specialist	24	72

Rules

- At least half of each year's points must come from Category A or B (structured learning).
- At least 2 points each year must cover safety, ethics, safeguarding or scope of practice.
- Learning must relate to the competency units of your scheme or to the next level you are working towards.
- Each activity counts once. Repeating the same course in the same cycle does not earn more points.
- Up to 5 surplus points can be carried into the next year of the same three-year cycle.

- In the year you are first certified, the requirement is reduced in proportion to the full months left in that CPD year.
- Your CPD year runs from the anniversary of your certification date.
- Alongside CPD, recertification needs 180 hours of logged professional practice across the three-year cycle, a current CPR/AED certificate and a signed code of conduct. CPR/AED renewal counts for up to 4 points once per cycle.

4. CPD record

Every certified person keeps a CPD record with one row per activity. BFS publishes a template (BFS-CPD-Record-Template.xlsx). Columns:

Field	What to enter
Date	When the activity took place
Activity title	As shown on the certificate or source
Provider or source	Organisation, journal or speaker
Category	A, B, C, D or E
BFS activity number	Category A only, for example BFS-CPD-2026-0001
Hours / points	Active learning time
Competency unit	Which unit of your scheme it supports
Reflection	What you learned and how you will use it (2 to 3 lines)
Evidence	Certificate, attendance record, notes or published output; keep for 6 years

5. Declaration and audit

- Every certified person submits an annual CPD declaration and code-of-conduct attestation within 30 days of their certification anniversary.
- Each year BFS selects at least 10% of certified persons at random for a full evidence audit. Further audits can follow a complaint or an unusual record.
- Selected persons upload their CPD record and evidence within 30 days.
- Outcomes: **met**; **met with advice**; or **not met**, with a 90-day plan to make up the shortfall.
- If the shortfall is not made up, the certification is suspended until it is. A false declaration is handled under the code of conduct and can lead to withdrawal.
- Audit decisions can be appealed through the BFS appeals procedure.

6. Approved CPD providers

6.1 Provider criteria

No.	Criterion
P1	**Legal and accountable.** A legally constituted organisation (or registered sole trader) with a named responsible person and a published contact address.
P2	**Quality lead.** A named person who signs off each activity before it is submitted and is accountable for corrections.
P3	**Learning design.** Each activity states its audience, learning outcomes, timetable and how outcomes link to the BFS competency units.
P4	**Qualified faculty.** Presenters hold a relevant qualification and at least 3 years of relevant practice, or demonstrable expertise; CVs are kept on file.
P5	**Evidence-based content.** Content is accurate, current and referenced; materials are reviewed at least every 3 years or when the evidence changes.
P6	**Safety and scope.** No content that encourages unsafe practice, practice outside a professional's scope, medical claims, or the use, dosing or sourcing of prohibited performance-enhancing substances.
P7	**Learning check.** Category A activities include a check of learning (for example a short quiz, practical sign-off or reflective task).
P8	**Records and certificates.** Attendance and completion are recorded; certificates show the learner's name, activity title, provider, BFS activity number, date and points.
P9	**Feedback and complaints.** Learner feedback is collected for every delivery and acted on; there is a written complaints process.
P10	**Fair promotion.** Marketing is honest, uses the BFS mark only as permitted, and discloses any sponsorship or commercial interest in products mentioned.
P11	**Accessibility and data protection.** Reasonable adjustments are offered, and learner data is handled lawfully and securely.

6.2 Activity approval process

1. **Enquiry.** Email info@bureauoffitness.org with the subject line "CPD provider application". BFS replies with the application pack and confirms any fee in writing before review starts. Making an enquiry is free.
2. **Provider review.** BFS checks the organisation against criteria P1 to P11 and the documents supplied.
3. **Activity submission.** Submit each course, workshop, event or e-learning module with its learning outcomes, timetable, slides or scripts, handouts, learning check and faculty details.
4. **Independent assessment.** A BFS assessor with no link to the provider reviews the activity for educational value, coherent structure, clear learning outcomes, accuracy,

safety and scope. The target is 15 working days. Assessors give written feedback when changes are needed.
5. **Decision.** The Accreditation Committee, not the assessor, decides. Approved activities receive a BFS activity number and a points value.
6. **Listing and mark.** Approved providers appear in the directory below and may use the BFS CPD Approved mark on approved activities only.
7. **Surveillance.** Providers file an annual return with delivery dates, attendance and feedback summaries. BFS may sample sessions, unannounced if necessary. Provider approval lasts 3 years; activity approval lasts 2 years or until the activity changes materially.

6.3 Activity types

In-person courses and workshops; conferences and events (approved per session); live webinars; e-learning; blended programmes. Each approved activity receives a number in the form BFS-CPD-YYYY-NNNN.

6.4 How points are set

- Points equal the hours of active learning, rounded down to the nearest half point.
- Breaks, meals, registration and networking do not count.
- For e-learning, the provider states a tested completion time and the assessor checks it.
- For conferences, points are given per approved session, so learners claim only the sessions they attend.

6.5 Assessment criteria for activities

- Independent review by an assessor with no link to the provider
- Educational value for the stated audience
- Coherent structure and realistic timing
- Clear learning objectives and measurable outcomes, mapped to BFS competency units
- Accurate, current and referenced content
- Safety and scope of practice respected; no prohibited-substance content
- A check of learning (Category A)
- Accessible delivery and fair, honest promotion

6.6 Use of the BFS CPD Approved mark

- Use the mark only on materials and certificates for the specific approved activity, with its BFS activity number.
- Do not use the mark in a way that suggests BFS approves the whole organisation, its other courses or its products.
- Do not say or imply that BFS certifies learners who complete a CPD activity. CPD approval is not a certification.
- Stop using the mark straight away if approval is suspended, withdrawn or expires.

6.7 Suspension and withdrawal

Approval can be suspended or withdrawn if a provider stops meeting the criteria, misuses the mark, or does not file its annual return. The provider is told why and can respond first, and can appeal.

7. Appeals and complaints

Complaints about BFS, a certified person or an approved provider can be made by anyone by email to info@bureauoffitness.org. BFS acknowledges a complaint and replies with an outcome or a progress update within 10 working days. Anyone named in the complaint takes no part in handling it.

Appeals against a certification, CPD-audit or provider decision must be lodged within 30 days of the decision, with the reasons. An Appeals Panel of people who had no part in the original decision reviews the appeal and gives a written decision, normally within 30 working days.

Making a complaint or appeal never leads to unfair treatment of the person who raised it. All complaints and appeals, and the actions taken, are recorded and reviewed at management review.

8. Status

> BFS operates its personnel certification schemes in alignment with the requirements of ISO/IEC 17024:2026. BFS does not currently hold accreditation to ISO/IEC 17024. Formerly accredited by NABET (QCI), No. PCB007, for certification of persons under ISO/IEC 17024:2012 (2018 to 2021).